

Attachment 3 - Example ESF Mission Assignment Sub-Tasking Request Form

ESF MISSION ASSIGNMENT SUBTASKING REQUEST		
FEMA-Assigned MA Number: <u>COE-SWD-01</u>		ESF Primary Agency: <u>USACE</u>
Subtasking Agency: <u>EPA Region VII</u>		State: <u>KS</u> Disaster No.: <u>1711-DR-KS</u>
<p>Tasking Statement/Statement of Work: Provide Technical assistance in conjunction with KDHE for evaluation of water and wastewater treatment facilities in the following Kansas counties: Montgomery, Labette, Chautauqua, Wilson, Neosho, Franklin, Miami. Coordinate with FEMA OPS chief and KDHE for specific cities. Potential locations include: Fredonia, Coffeyville, Independence, Longton, Altoona, Neodasha, Elk City, Dearing, Erie, St. Paul, Osawatamie, Princeton. Consult with KDHE and advise FEMA as to status of facilities and any repairs required with estimated time of facility's return to service. The support functions or technical assistance provided by EPA will be performed within the limits of EPA's authorities.</p> <p>Project Completion Date: <u>30 September 2007</u> Authorized Funding: <u>\$50,000.00</u></p>		
<p>Reimbursement Procedure: Upon completion of scope of work, the subtasking Federal agency will submit a SF 1081, or other approved Treasury form to request reimbursement, detailing expenditures and activities to:</p> <p style="margin-left: 40px;"><u>U.S. Army Corps of Engineers, Tulsa District, ATTN: CESWT-OD-EM</u> (ESF Primary Agency)</p> <p style="margin-left: 40px;"><u>1645 S. 101st E. Ave, Tulsa, OK 74128-4609</u> (Address)</p> <p>The ESF primary agency will:</p> <ol style="list-style-type: none">(1) Review the reimbursement request and recommend approval or disapproval within 10 workdays of receipt.(2) Return approved reimbursement requests to subtasking agencies that use the Intra-governmental Payment and Collection (IPAC) system for transaction processing and simultaneously forwarding supporting documentation to the DFC.(3) Forward approved reimbursement requests from non-IPAC agencies to the Disaster Finance Center. The Disaster Finance Center will send payment directly to the subtasking agency for non-IPAC agencies.		
<p>Statutory Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C 5121-5201.</p> <p>Authorizing Officials:</p> <p style="margin-left: 40px;"><i>The work described in the above tasking statement will be completed in support of the Federal Response Plan.</i></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 40%;"><div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div><div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div><div>Peter Navesky, ESF-3 Team Leader</div></div><div style="width: 40%; text-align: center;"><div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div><div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div><div>Date</div></div></div>		
Following signatures please provide information copy to FEMA MAC and Project Officer.		